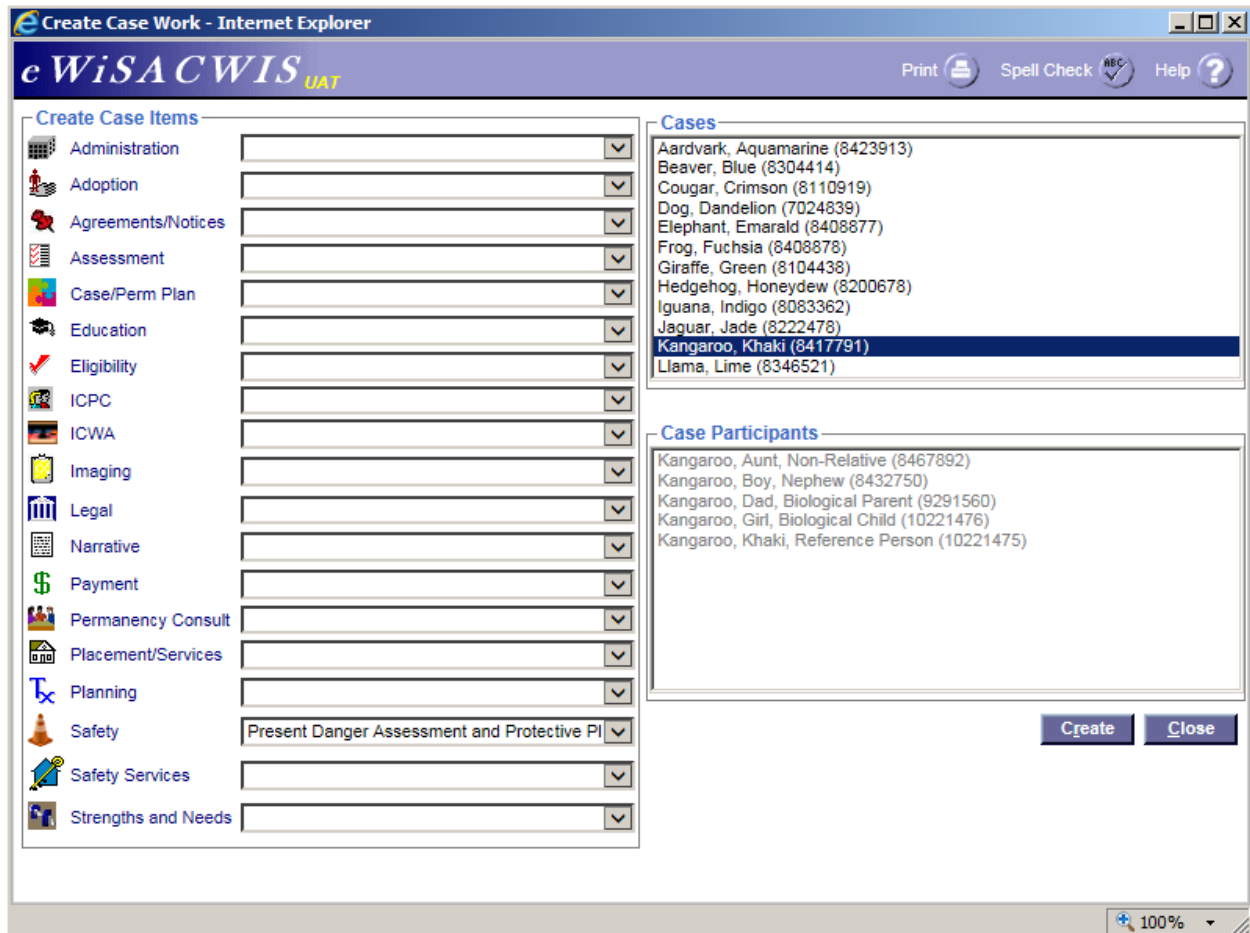# Protective Danger Assessment and Protective Plan - PDAAP

Note: This quick reference guide replaces previous procedures for scanning a Protective Plan image in to eWiSACWIS.

Related Quick Reference Guides:

Documenting ICWA
Initial Face-to-Face Contacts

1. From the desktop, click Create > Case Work or click the Case Work hot button ![Case Work button] to open the Create Case Work page.

2. On the Create Case Work page, select 'Present Danger Assessment and Protective Plan' from the Safety drop-down, and select the family from the Cases group box. Click Create.
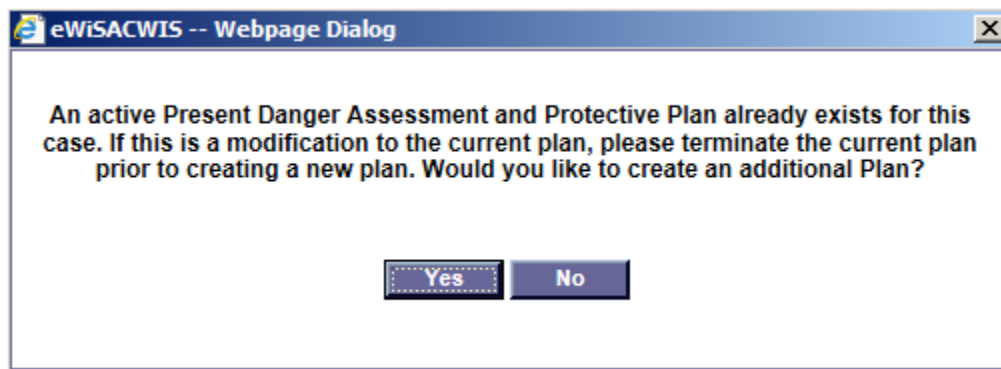
3. If a pending PDAAP exists, the following message will display:
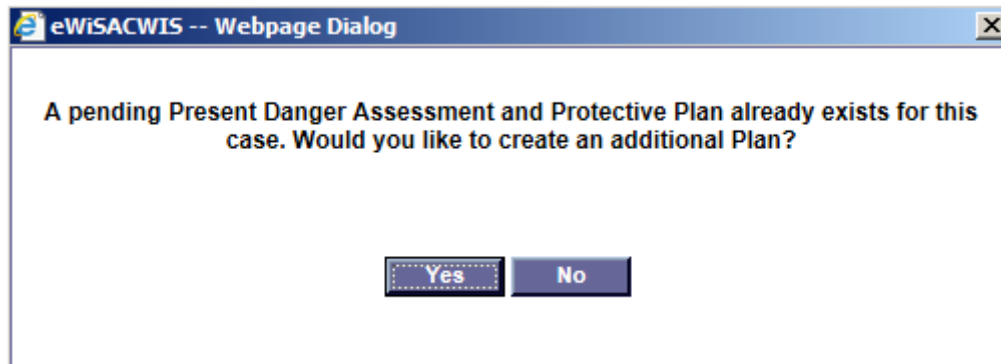
Click Yes to create a second PDAAP on the case. Click No to close the message and return to the desktop.

4. If an active PDAAP exists, the following message will display:

Click Yes to create a second PDAAP on the case. Click No to close the message and return to the desktop.

5. If there is an inactive PDAAP that is not marked as made in error you will see the option to copy over the previous PDAAP. If there is not an inactive PDAAP on the case this screen will not display.

To copy over a previous PDAAP, select the copy link next to the plan you want to copy. To create a new PDAAP click the create button at the bottom. To close and return to the desktop click the Close button.

6. The PDAAP page will open with a status of Pending. Fill in the date that PDAAP was completed at the top.

PDAAP – Present Danger Threats tab

7. A list of recognized present danger threats will show on the first tab. Select yes or no for each present danger threat. You quickly select no for all threats by clicking on the No Present Danger Threats Identified checkbox right below the tab.

- If at least one present danger threat is marked as yes, click on the Protective Plan Details tab to continue.
- If all present danger threats are marked as no skip to step 12.

PDAAP – Protective Plan tab

8. Indicate if a Protective Plan is being implemented to address the identified present danger threats.
   - If yes, you will be prompted to attach an image of the completed Protective Plan form. Click on the imaging search hyperlink, select the document from the list of available documents, and then click on continue to return to the PDAAP page. If the document does not already exist, click on create, enter the date of the document, browse your computer for the file, click save, then close. The image will now show in the list of images available to attach to the PDAAP.
   - If no, you will be prompted to choose a reason that a Protective Plan is not being implemented. Select the appropriate reason from the drop down list that appears and skip to step 12.

9. Indicate if separation was used in the Protective Plan and, if so, the frequency that separation is being used. Clicking daily will select all days of the week for you.

10. Indicate if formal providers are used in the plan, the date that a records check was completed on the providers, and complete the narrative box with information about the reliability and commitment of the providers.

11. Indicate if any of the children involved in the plan have American Indian heritage. If yes, you will be asked if you have contact the tribe regarding the plan. If you have not contacted the tribe, you must document your reason the tribe has not been contacted. If you have contacted the tribe, you must document the date you contacted them.

12. Select Approval from the options drop down menu at the bottom and click Go.

13. Select the Approve radio button and continue. You will return to the PDAAP page. Click the save button to send the PDAAP to a supervisor for approval.

14. Upon supervisor approval the status of the PDAAP will update to active. If no present danger threats were identified or a Protective Plan was not implemented the status will change to inactive.

15. To terminate the Protective Plan when it is no longer valid:

    - Open the PDAAP from the desktop
    - In the options drop down menu select Terminate and click Go
    - Choose a reason you are terminating the Protective Plan and an end date
    - Select approval from the options drop down, click go, select the approve radio button, click on continue to return to the terminate screen, then click save. The termination will be sent to a supervisor for approval. Once the supervisor approves the PDAAP status will be set to inactive.